

Town of Ellington Position Description

TITLE:	Administrative Assessment Technician	STATUS:	Non-Exempt
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	
SUPERVISED BY:	Assessor	BARGAINING UNIT:	White Collar

OBJECTIVES

Under the supervision of the Assessor, provides administrative and technical assistance to the Assessor in the valuation of real and personal property and motor vehicles; collects and processes information to establish the Town Grand List.

ESSENTIAL FUNCTIONS

Prices, enters and runs reports for the regular motor vehicle list and the supplemental motor vehicle list; maintains an accurate database by processing address updates, adds, prorates and deletions.

Processes property transfers and forwards M-45 copies to Office of Policy & Management.

Assists in the processing of personal property declarations.

Enters building permits and data for new homes, home additions and miscellaneous improvements into the CAMA software.

Assists public in completing various exemption forms; processes these forms upon receipt.

Assists in preparing the Grand List and statistical reports.

Meets, greets and assists the general public, attorneys, appraisers and title searchers regarding Town properties; types letters, answers telephone and makes copies of street cards.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of assessment principles, standard office methods and procedures, and the use of a computer for word and excel software.

Knowledge of criteria used for all exemption programs and municipal ordinances.

Ability to read and understand deeds.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to prepare computer and statistical reports.

Skill in utilizing administrative and CAMA software packages.

REQUIRED EQUIPMENT OPERATION

Operates computers that meet requirements of the State Office of Policy and Management, software packages, and standard office equipment including typewriter, calculator, etc.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, carry and lift deed books and reports up to twenty-five (25) pounds.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from High School, successful completion of Certified Connecticut Municipal Assessor courses 1A, 1B and 2A, plus three (3) years experience in municipal assessment or equivalent combination of education, training and experience.

Administrative Assessment Technician or Certified Connecticut Municipal Assessor designation preferred.

BOS Approved: 9/18/06